

HEADQUARTERS
UNITED STATES EUROPEAN COMMAND
APO AE 09128

STAFF MEMORANDUM
NUMBER 5-35

2 May 95

ADMINISTRATIVE MATTERS

HQ USEUCOM Staff Directory

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1. **Summary.** This Staff Memorandum prescribes implementing procedures for the preparation of HQ USEUCOM Staff Directory.
 2. **Applicability.** This SM applies to all HQ USEUCOM Directorates/staff offices and tenant organizations located at Patch Barracks, together with Security Assistance and special activities at field locations.
 3. **Internal Control Systems.** This directive contains internal control provisions and is subject to the requirements of the internal management control program. For HQ USEUCOM and subordinate joint activities, the applicable internal control directive is ED 50-8, Internal Management Control Program.
 4. **Suggested Improvements.** The proponent for this SM is ECJ1-AX. Users may send recommendations for changes to the Administrative Services Branch, Adjutant General Division.
 5. **Responsibilities.**
 - a. The Director for Manpower, Personnel and Administration (ECJ1) is responsible for the preparation, publication, and distribution of the staff directory.
 - b. Directors/office chiefs are responsible for the preparation of input, proofing and data accuracy and submission to ECJ1-A on computer disk in the format outlined in Appendix A.
 6. **Procedures.**

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a. Submission of changes or additions to the staff directory will be made semiannual upon request by ECJ1-A, normally April and November of each year.

(1) Data input will be projected up to 30 days from the proposed effective date of the directory and will follow the format prescribed by Appendix A, Section I.

(2) Inputting instructions at Appendix A will be strictly adhered to. All inputs not in compliance with Appendix A will be returned to the originating office for correction.

(3) A sample input format is provided at Appendix A, Section II.

b. Organizational titles and structure for all USEUCOM Directorate and staff offices will follow pattern set forth in the most current edition of USEUCOM Joint Manpower Document.

c. Office symbols will be limited to a maximum of seven characters beginning with the directorate identifier, eg, ECJ1-XXX.

d. Proper DoD rank abbreviations will be used as outlined in Appendix B.

e. Personnel listed by name will be limited to the division, branch and team chief only. Exceptions to this policy will be made only if directorates or staff offices provide an acceptable justification for by name entry.

FOR THE COMMANDER IN CHIEF:

OFFICIAL:

RICHARD F. KELLER
Lieutenant General, USA
Chief of Staff

SUSAN M. MEYER
LTC, USA
Adjutant General

Appendixes

- A - Instructions for Preparing HQ USEUCOM Staff Directory
- B - DoD Standard Rank/Grade Abbreviations
- C - Sample Directory

DISTRIBUTION: P

APPENDIX A - SECTION I

Instructions for Preparing
HQ USEUCOM Staff Directory

Upon receiving the semiannual tasking from ECJ1-A for submission of changes and additions to the staff directory the following step will be followed:

Step 1: Each addressee collects new or revised input from its elements involving personnel, organization, function, telephone, FAX, or location data as appropriate. Limit personnel listings by names to division, branch and team chief level. Do not list secretarial or support personnel.

Step 2: Addressees key in current directory data onto a floppy disk (preferably a high density 3.5 inch disk) using Word Perfect 5.1 or 5.0 (a partially completed sample of raw data input is at Section II). Key in data following these rules:

- a. Retain standard line length as currently shown on directory.
- b. Show directorate or office identification all in upper case.
- c. Reflect standard name line in upper/lower case as shown in Section II.
- d. Use courier type font, 12-pitch, preferably.
- e. Single space all entries.
- f. Leave two spaces between each data element on the same line.

g. Do not use any punctuation other than periods. Tabbings, bold, or any other special feature are also prohibited.

h. Underline only between directorate/staff office subdivisions.

i. Abbreviate and capitalize rank/grade designations per DoD standard rules, as set forth in Appendix B.

j. Print a hard copy, proof-read, make any necessary corrections, and provide disk and hard copy to ECJ1-A.

STEP 3: ECJ1-A Visual Services Branch will:

a. Convert Word Perfect data to Macintosh, reformat and add tabs, bold, underlining and other actions to conform with directory format.

b. Print a draft copy and return to addressees together with original disk input for final edit and any further changes necessary.

STEP 4: Division/staff offices will perform final edits and validate as correct or indicate required changes and return edited disk and hard copy with changes high-lighted.

STEP 5: ECJ1-A will provide a camera-ready print master to the Army Printing Facility for printing.

STEP 6: ECJ1-A will make standard distribution internal and external to USEUCOM in accordance with requirements established on publication accounts.

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APPENDIX A - SECTION II

SAMPLE INPUT BY ORIGINATORS

DIRECTOR

Col I.F. Lamb USA 2302 234 5104/RL1

Mrs B. Bookhart (Secy) DAC 2302 232 5103/RL1

DEPUTY DIRECTOR

Col M. Cribbs USAF 2302 230 5127/RL1

EXECUTIVE OFFICER (ECJ1-XO)

MAJ S. Smith USA 2302 232 5103

EXECUTIVE SERVICES (ECJ1-XS)

SFC J. Chan USA 2302 227 5103

HISTORIAN (ECJ1-H)

Dr. B. van Sweringen DAC 2302 211 7152/8426

CIVILIAN PERSONNEL (ECJ1-C)

Mrs. J. Wilson DAC 2302 212 8282/8222

RESERVE PROGRAMS (ECJ1-RC)

MAJ J. Johnson USA 2302 224 5135

RESOURCE MANAGER (ECJ1-RM)

Ms. K. Kelley DAC 2302 224A 5429

OPERATIONS AND PLANS DIVISION (ECJ1-O)

COL J. Plant USA 2302 220 8553

POLICY AND PERSONNEL PROGRAMS BRANCH (ECJ1-OP)

LTC P. Mirelson USA 2302 222 5337/8239/7227

PLANS BRANCH (ECJ1-OO)

LTC J. Jordan USA 2302 217 5319/5338

PERSONNEL AND MANPOWER DIVISION (ECJ1-P)

Col R. Fly USAF 2302 206 5332/8472

JOINT MANPOWER BRANCH (ECJ1-PM)

Lt Col M. Copeland USAF 2302 216 8026/5467

ARMY PERSONNEL MANAGEMENT BRANCH (ECJ1-PA)

Maj D. Kapinus USA 2302 207 8481

APPENDIX A - SECTION II
Continued

ORDERLY ROOM

SFC R. Hesin (1st Sgt) 2302 203 8217/7274/5367
NAVY/MARINE CORPS PERSONNEL MANAGEMENT BRANCH (ECJ1-PN)
LCDR H. Adams USN 2302 214 5630
AIR FORCE PERSONNEL BRANCH (ECJ1-PF)
SMSgt J. Baker USAF 2302 209 7269/5479
ADJUTANT GENERAL DIVISION (ECJ1-A)
LTC S. Meyer USA 2302 115 8236/5600
ADMIN MGT PROGRAMS & SERVICES BRANCH (ECJ1-AA)
Mr D. Swiney DAC 2302 113 8636/4534
TRANSLATOR OFFICE (ECJ1-AT)
Mr. G. Torbeck DAC 2302 113b 7197
VISUAL SERVICE BRANCH (ECJ1-AV)
Mr. P. Roinuse DAC 2316 001C 7255/8413
WWI COMMENORATION DIVISION (ECJ1-W)
COL D. Workman USA 2316 007 5656/7249

APPENDIX B

DoD Standard Rank/Grade Abbreviations

ARMY

General	0-10	GEN
Lieutenant General	0-9	LTG
Major General	0-8	MG
Brigadier General	0-7	BG
Colonel	0-6	COL
Lieutenant Colonel	0-5	LTC
Major	0-4	MAJ
Captain	0-3	CPT
First Lieutenant	0-2	1LT
Second Lieutenant	0-1	2LT
Chief Warrent Officer Four	W-4	CW4
Chief Warrent Officer Three	W-3	CW3
Chief Warrent Officer Two	W-2	CW2
Warrent Officer	W-1	WO1
Command Sergeant Major or Sergeant Major	E-9	CSM or SGM
Master Sergeant or First Sergeant	E-8	MSG or 1SG
Sergeant First Class	E-7	SFC
Staff Sergeant	E-6	SSG
Sergeant	E-5	SGT
Corporal or Specialist	E-4	CPL or SP4
Private First Class	E-3	PFC
Private	E-2	PV2
Private	E-1	PV1

AIR FORCE

General	0-10	Gen
Lieutenant General	0-9	Lt Gen
Major General	0-8	Maj Gen
Brigadier General	0-7	Brig Gen

APPENDIX B
Continued

Colonel	0-6	Col
Lieutenant Colonel	0-5	Lt Col
Major	0-4	Maj
Captain	0-3	Capt
First Lieutenant	0-2	1st Lt
Second Lieutenant	0-1	2d Lt

Chief Master Sergeant	E-9	CMSgt
Senior Master Sergeant	E-8	SMSgt
Master Sergeant	E-7	MSgt
Technical Sergeant	E-6	TSgt
Staff Sergeant	E-5	SSgt
Senior Airman	E-4	SrA
Airman First Class	E-3	A1C
Airman	E-2	Amn
Airman Basic	E-1	AB

NAVY & COAST GUARD

Fleet Admiral (Navy Only)	0-11	FADM
Admiral	0-10	ADM
Vice Admiral	0-9	VADM
Rear Admiral	0-8	RADM
Rear Admiral	0-7	RADM
Captain	0-6	CAPT
Commander	0-5	CDR
Lieutenant Commander	0-4	LCDR
Lieutenant	0-3	LT
Lieutenant Junior Grade	0-2	LTJG
Ensign	0-1	ENS

Chief Warrent Officer	W-4	CWO-4
Chief Warrent Officer	W-3	CWO-3
Chief Warrent Officer	W-2	CWO-2
Warrent Officer	W-1	WO-1

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APPENDIX B
Continued

Master Chief Petty Officer	E-9	MCPO
Senior Chief Petty Officer	E-8	SCPO
Chief Petty Officer Yeoman	E-7	CPO
Petty Officer First Class	E-6	PO1
Petty Officer Second Class	E-5	PO2
Petty Officer Third Class	E-4	PO3
Seaman	E-3	Seaman
Seaman Apprentice	E-2	SA
Seaman Recruit	E-1	SR

MARINE CORPS

General	0-10	Gen
Lieutenant General	0-9	LtGen
Major General	0-8	MajGen
Brigadier General	0-7	BrigGen
Colonel	0-6	Col
Lieutenant Colonel	0-5	LtCol
Major	0-4	Maj
Captain	0-3	Capt
First Lieutenant	0-2	1stLt
Second Lieutenant	0-1	2ndLt
Chief Warrent Officer	W-4	CWO-4
Chief Warrent Officer	W-3	CWO-3
Chief Warrent Officer	W-2	CWO-2
Warrent Officer	W-1	WO-1
Sergeant Major or Master Gunnery Sergeant	E-9	Sgt Maj or MGySgt
First Sergeant or Master Sergeant	E-8	1st Sgt or MSgt
Gunnery Sergeant	E-7	Gy Sgt
Staff Sergeant	E-6	SSgt
Sergeant	E-5	Sgt
Corporal	E-4	Cpl
Lance Corporal	E-3	LCpl
Private First Class	E-2	PFC
Private	E-1	PVT

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APPENDIX C

SAMPLE DIRECTORY

NOT AVAILABLE
IN ELECTRONIC FORMAT

